

TREASURY DOCUMENTATION**Subject**

Tuition Reimbursement

For

EMPLOYEE HANDBOOK

Also See

ET-03065

Identification	6/26-6/26.1 ET-03160 Policy
Effective	8-1-2002
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Replaces	ET-03160 (1-1-2002)

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This Policy applies to all classified employees of the Department of Treasury. It is not intended to supersede or modify any provisions contained in collective bargaining agreements. Non-career employees are not eligible for tuition reimbursement.

It is the Department's policy to provide a tuition reimbursement program for eligible employees. This program will be implemented with available resources for the purpose of allowing employees to continue their education through courses which will benefit both the Department and employee. The program for tuition reimbursement will apply to employees who are enrolled in an accredited academic institution and meet the criteria set forth in this Policy.

Provisions

1. All classified Civil Service employees with satisfactory performance standing at the time of application are eligible to apply for tuition reimbursement. Non-career employees are not eligible for tuition reimbursement.
2. Tuition reimbursement will be for business-related courses only.
3. Courses must be scheduled outside of normal work hours.
4. Reimbursement will apply only to the per-credit-hour cost of tuition and will not apply to such items as lab fees, miscellaneous fees, books or supplies.
5. Employees receiving tuition payments, stipends or educational grants from any other government agency or source or from any scholarship fund may be eligible for reimbursement to the extent not covered by another source and in accordance with Provision 7.
6. Eligible employees who desire reimbursement must submit form 1894 REQUEST FOR TUITION REIMBURSEMENT and receive approval **prior** to the beginning of the course.
7. The amount of reimbursement is 50 percent of the tuition per course per employee and no more than 5 credit hours per term or semester.
8. All requests for reimbursement will be reviewed initially by the immediate supervisor and division administrator/office director. Review will consider:

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- A. Employee eligibility in accordance with Provision 1
 - B. Course eligibility for reimbursement in accordance with Provision 2
 - C. Availability of funds
 - D. Impact on work
 - E. Prior work performance
 - F. Performance evaluations.
9. Employees approved for tuition reimbursement will be reimbursed only upon submission of a paid tuition receipt and written verification of successful course completion with a minimum grade of “C” or better. Verification must be submitted within 45 days of completion of the course. Incomplete courses and/or deferred grades will not qualify for reimbursement.
10. Eligible employees must be on the Department payroll at the start **and** the completion of the course in order to qualify for reimbursement.
11. No reimbursement will be made for travel, meals, lodging or other expenses incurred by the employee related to taking a course.
12. The following are **not** reimbursable under this Policy: seminars, workshops, conferences, continuing education, and similar opportunities that are not classified as regular courses under the official grade system at a recognized educational institution.
13. Any course taken prior to the effective date of this Policy is not eligible for tuition reimbursement.

The above provisions do not apply when the Department requires employees to take a course(s) as part of their assigned duties.

See Policy ET-03065 in the Employee Handbook and on Treasury’s Intranet for additional information on training.

End